



COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024/(562) 462-2716

CONNY B. McCORMACK

REGISTRAR-RECORDER/COUNTY CLERK

April 30, 2002

TO: EACH SUPERVISOR

FROM: Conny B. McCormack

PUBLIC RECORDS ACT PROTOCOL

In response to your April 2, 2002 motion, the Department has developed the attached policy for releasing official documents to the public. Additionally, as directed, we have identified Alvarez Lecesne, the Assistant Registrar-Recorder/County Clerk, Administration as our designated website contact for responding to Public Records Act requests.

Please contact me or your staff may contact Alvarez Lecesne at (562) 462-2636 if you have any questions.

az/PUBLIC RECORDS

Attachment

c: Halvor Melom, Senior Deputy, County Counsel